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SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 8 FEB 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items/Events of Major Interest that have Occurred During the Preceding Week:A. Supply Division TDY Support:

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B. Procurement of Delta Terminals:

Supply Division is in the process of ordering eight (8) Delta Terminals and two (2) printers. The new equipment is required as a result of internal reorganization and increased workloads. In addition, Supply Division has six (6) terminals which should be replaced due to frequent malfunctions resulting from

age.

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C. Requisition Status Form 1598:

The initial supply of the revised Form 1598, "Status or Request for Data on Material Requested," has been received

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SUBJECT Supply Division Weekly Report, Period Ending 8 Feb 1983

from Printing and Photography Division, OL. The form will be used primarily to notify customers of delays in procurement or to obtain additional information in order to effect procurement.

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D. Slow and Non-Moving Items :

Four Supply Division personnel worked a total of 26 man-hours on Saturday, 5 February 1983, transferring approximately 600 slow and non-moving items from Allocation 00 (open stock) to Allocation 16 (excess property). The entire process, which required switching from one menu to another in order to pick up the warehouse locations, entailed over 2,000 separate transactions. These newly transferred items will appear in a soon to be published excess property listing, copies of which will be distributed to over 65 offices. The items can then be obtained at no cost by the requestor. Any items not taken at the end of the advertising period will be turned over to GSA for final disposition.

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III. Significant Events Anticipated During the Coming Week:

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Negative.

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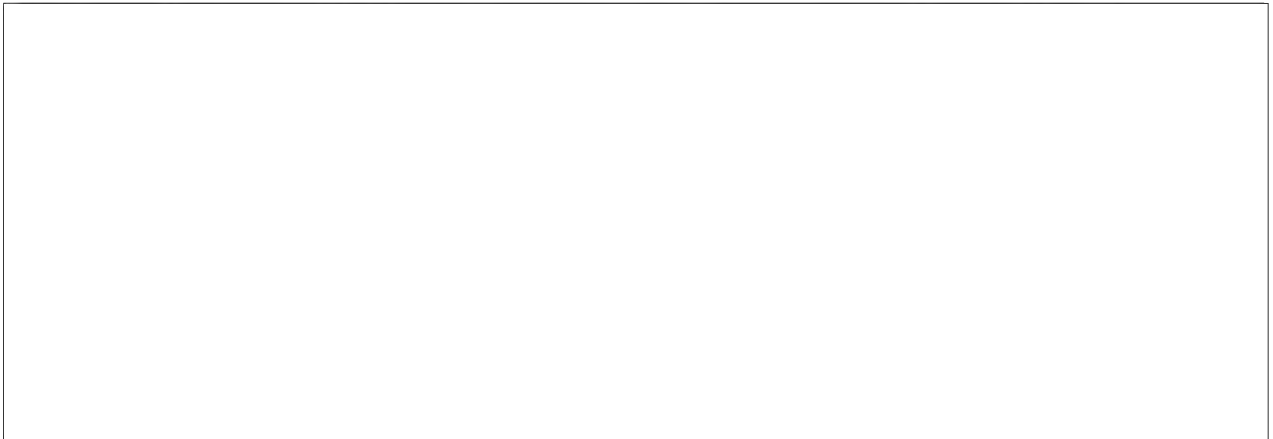


WEEKLY REPORT

PERIOD ENDING 7 February 1983

1. Items or Events of Major Interest that have Occurred During the
Preceding Week:

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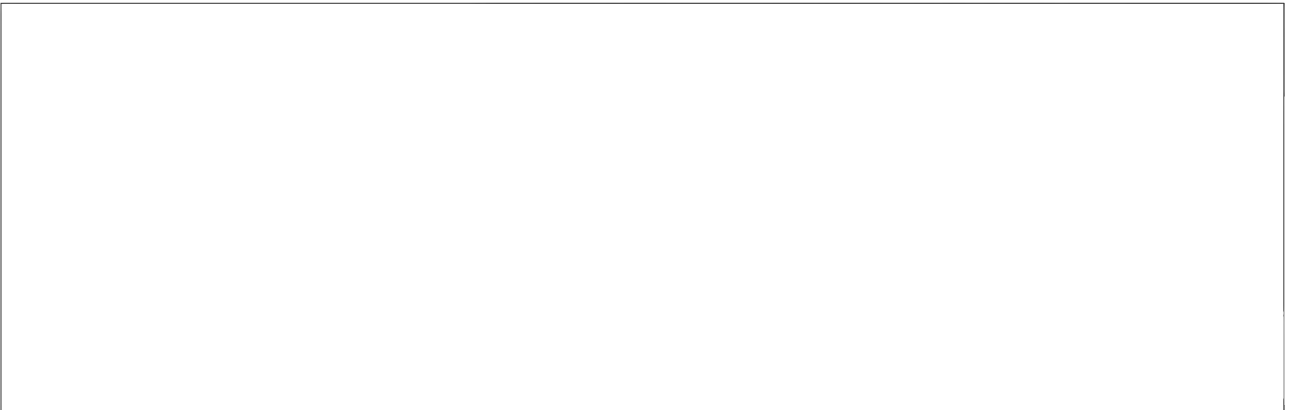
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c. Silver Recovery Program: During this reporting period, three
pick-ups of burn materiel were made at NPIC, DIA [redacted]. A total of
10,000 pounds was delivered to Fort Meade, Maryland for processing.

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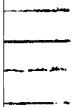
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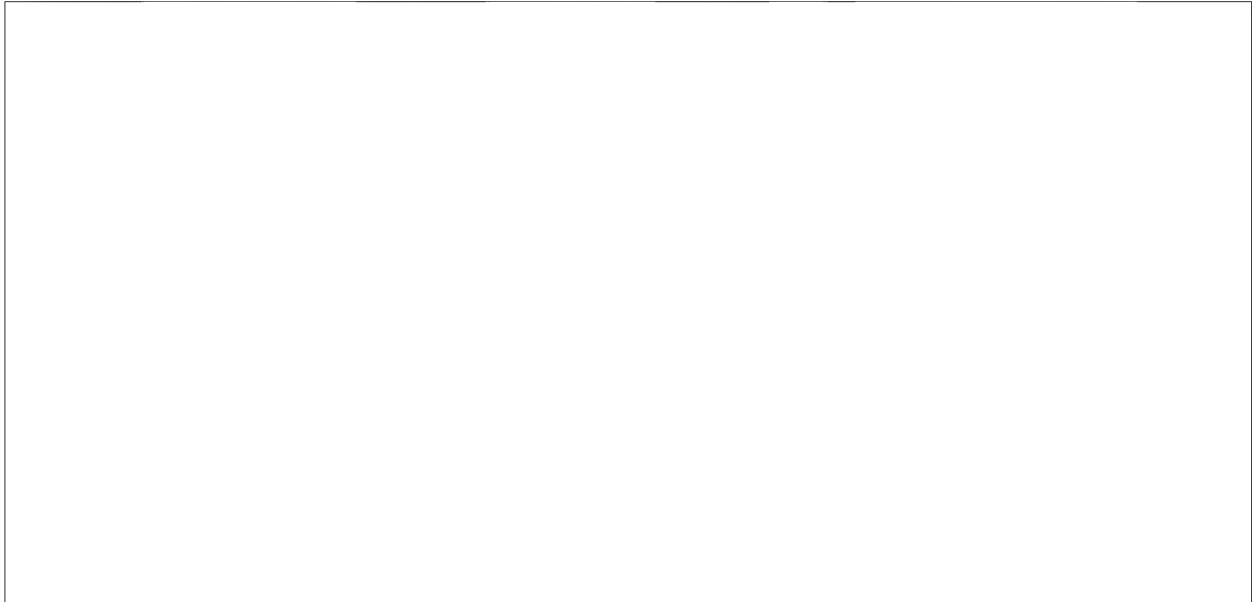
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SUBJECT: CD WEEKLY REPORT PERIOD ENDING 7 February 1983

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i. Unit I: Work continues on relocating stock items to clear space for the new Office of Communications (OC) T&I facility. In conjunction with this project, Supply Management Branch identified additional commo equipment that could be relocated [redacted] and forwarded two RIA's containing a total of 17 line items of materiel for disposal. Value - \$39,021.

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j. Unit II: Received 1200 bundles of record center boxes for stock, packaged 25 boxes per bundle, 12 bundles per banded package. Unfortunately, none of the packages were skidded and all had to be repackaged and skidded before placing in storage racks. Result was an expenditure of 48 working hours to accommodate this materiel in stock. [redacted]

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k. Classification, Repair and Disposal Section (CR&DS): Ten skids of teletype and computer equipment were delivered to the GSA Screening Facility [redacted] Also, a truckload of miscellaneous commo equipment and antennas [redacted] was delivered to [redacted]

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1. Vehicle Maintenance: Following vehicles were released for shipment:
 - One station wagon [redacted]
 - Two sedans [redacted]
 - Two van trucks [redacted]

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SUBJECT: CD WEEKLY REPORT PERIOD ENDING 7 February 1983

m. Maintenance - Depot Repaving Project: A meeting was held on site with the contractor and GSA representatives to review and clarify requirements for the Depot repaving project. The contractor will meet again with GSA to discuss proposed changes and misinterpretations on the part of the contractor. The repaving project will begin in March.

The services provided by the [] blind stand operation have been deteriorating over the past several months. This is due to poor management, frequent turnover of personnel, etc. A meeting has been requested with the blind stand officials in Richmond to try to get commitments to improve the service. Contingency plans are being formulated in the event that the blind stand operation were to close out because of the lack of profit potential. []

o. Small Purchases Section: SPS received requisitions for 459 line items and processed receiving documents for 679 line items. Expenditures for this period were \$83,551.00 []

II. Significant Events Anticipated During the Coming Week:

Wang Word Processing Procurement Contracts: [] ODP, advised that 160 each Wang Printers, Model 7582, will be arriving over the next few weeks. These printers are replacements for the Model 7581 printers previously received under [] contracts. The 7581 printers are being replaced because they are not compatible with the "Twin Sheet Feeders" that are also on order. These printers will be processed as a direct exchange (no formal receiving required) and will only apply to those printers which are currently in use. Upon delivery to customers, Wang Techs will replace printers and arrange to return old printers to vendor without Agency involvement []

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